

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

VETERANS HOME OF CALIFORNIA

SUPERVISING NURSE III

OPEN SPOT EXAM FOR BARSTOW

FINAL FILING DATE: APRIL 22, 2009

HOW TO APPLY

Applications (Form 678) must be postmarked no later than the final filing date. Applications personally delivered, received via interoffice mail or fax must be received before the close of business 5:00 p.m. on the final filing date or will not be accepted for any reason.

SUBMIT APPLICATIONS TO: CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS  
Human Resources Division  
1227 "O" Street, Room 404  
Sacramento, CA 95814  
ATTN: Vicki Jukich

Submit applications only to address indicated above. Do not submit to the State Personnel Board.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Applications for Examination." You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of a signed identification to the examination.

EXAMINATION DATE: No written test is required. It is anticipated that interviews will be held during May/June 2009 in Barstow

SALARY RANGE: \$7,431.00 - \$9,033.00

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. It is your responsibility to make sure that you meet the education and/or experience requirements stated below. Your signature on your application indicates that you have read, understood, and possess the basic qualifications.

All applications/resumes must include: "to" and "from" date (month/day/year); time base; and class title. Applications/resumes received without this information may be rejected.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS:

Possession of a valid license or a valid temporary permit to practice as a registered nurse in California. (Applicants who do not possess such a license or permit will be admitted to the examination, but they must secure such a license or permit before they will be considered eligible for appointment.) And

EITHER I

One year of experience in the California state service performing the duties of a Supervising Nurse II.

OR II

Four years of full-time paid experience in general nursing in an approved general hospital or in an army or navy hospital, two years of which must have been in an administrative or supervisory capacity. (Possession of a Bachelor of Science degree in nursing, or possession of a Bachelor of Arts degree and a diploma in nursing may be substituted for one year of the required nonsupervisory experience.)

SPECIAL PERSONAL CHARACTERISTICS:

Demonstrated supervisory ability; willingness to work in a State institution; patience, tact, neatness, keenness of observation, and physical endurance.

THE POSITION:

Under direction of a medical officer, as the chief administrative nurse in an institution general hospital or infirmary of approximately 300 beds or more (other than in a psychiatric institution), plans, assigns, and directs the work of the nursing and attendant staff; and does other related work.

EXAMINATION INFORMATION: This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of a 70% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

QUALIFICATIONS APPRAISAL - WEIGHTED 100%

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, related to job demands, each competitor's:

Scope:

- A. Knowledge of:
1. Nursing principles, methods, and procedures.
  2. Hospital routine, supplies, and equipment.
  3. Medical terminology.
  4. Methods involved in conducting training courses for hospital nurses and attendants.
  5. Uses and effects of medicine and narcotics.
  6. Preparation and serving of special diet meals in the treatment of various illnesses.
  7. Current literature in the field of nursing.
  8. Principles of personnel management and supervision.
  9. Occupational and recreational therapy programs.
  10. Department's Equal Employment Opportunity Program objectives.
  11. Manager's role in the Equal Employment Opportunity Program and the processes available to meet the program objectives.
- B. Skill In:
1. Performing general nursing.
- C. Ability to:
1. Plan and direct in-service training programs.
  2. Plan and direct the work of a large staff of nurses, attendants, and allied workers.
  3. Estimate future hospital supply needs.
  4. Analyze situations accurately, adopt an effective course of action, and work cooperatively with others.
  5. Keep records and prepare reports.
  6. Effectively contribute to the department's Equal Employment Opportunity Program objectives

**ELIGIBLE LIST INFORMATION:** The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. The resulting eligible list will be used to fill vacancies at the Veterans Home of Barstow.

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

Veterans Preference credit will not be granted for this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the California Department of Veterans Affairs Human Resources Division at (916) 653-2535 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of Employment Development Department and the Department noted on the front of the bulletin.

If you meet the requirements stated on the reverse, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

The Department of Veterans Affairs reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Location:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews will be scheduled throughout the State at the Veterans Homes of California, Department of Veterans Affairs headquarters, and/or district office regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of State Personnel Board Offices.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Veterans Preference:** Veterans Preference Points are awarded in open and open nonpromotional entrance examinations requiring less than college graduation and two years of experience. In OPEN examinations, eligible veterans, widows/widowers of veterans, and spouses of 100% disabled veterans receive 10 points. Eligible disabled veterans receive 15 points. In OPEN NONPROMOTIONAL examinations, eligible veterans receive five points. Eligible disabled veterans receive 10 points. Individuals who receive veterans points are not eligible for career credits pursuant to Sections 18950.1, 18951. NOTE: No veterans preference points will be allowed once a veteran achieves permanent civil service status. Directions to apply for Veteran's Preference Points can be found on the Veterans Preference Application Form (Std. 1093), which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010, on the Internet, and through the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school on a year-for-year basis.